

**AHP084 PHARMACOLOGY AND ADMINISTRATION OF  
MEDICATIONS  
FALL SEMESTER 2013  
(3.5 Units) CRN#10046**

**Instructor:** Lidia A. Trejo, CCMA-AC  
**Cell phone:** (760) 235-9174  
**E-mail:** [lidia.trejo@imperial.edu](mailto:lidia.trejo@imperial.edu)

**Texts:** *Today's Medical Assistant and the accompanying workbook.*  
**Authors:** Bonewit-West, Hunt, Applegate  
U. Cerrato. Fourth edition.  
**Publisher:** Saunders

**Prerequisite:** AHP100 Medical Terminology, AHP070 Administrative Medical Assistant I, HA072 Administrative Medical Assistant II and Administrative Externship, AHP080 Specimen Collection and Laboratory Procedures, and AHP082 Exam Room Procedures with a "C" or better.

Course is designed to prepare student to understand Medical-legal/ethical aspects, drugs classifications, medical math, usage of PDR, abbreviations and symbols, writing prescriptions, charting, pharmacy calls, storing medications, methods of administering medications; orally, sublingual, topically, vaginally, rectally. Conversion of orders to milligrams for injection, handling of and safety in using the syringe and needle, choosing correct size, identifying correct site for injection, injection technique of intradermal, subcutaneous and intramuscular (deep Z-track), anaphylactic reaction, considerations of drug action and interactions.

**Student Learning Outcomes:**

1. Demonstrate legal and ethical knowledge related to medication administration in the medical office.
2. Demonstrate appropriate administration of medication by three separate routes.
3. Identify warning signs of a pending allergic or anaphylactic response.

A list of Measurable course objectives and minimum standards is included with this course schedule.

**Testing:**

Every student is responsible for taking all examinations.  
**THERE ARE NO MAKE UPS!** Unless prior arrangements are made with the instructor, except for written final or skills final.

To be eligible for a make-up exam, you must notify me (by phone or e-mail) **BEFORE THE START OF THE EXAM** as to why you cannot be present for the exam. Make-up exams must be taken **ONE WEEK** of the scheduled exam day.

Tests are usually given at the beginning of the lecture or laboratory period. Tardy people may attempt to complete the exam if he or she arrives before the last non-tardy student has turned his or her test. When the last non-tardy person turns in the test, all others must be turned in at that time.

**Grading system:**

A=90-100%

B=80-89%

C=70-79% minimal requirement to pass this class and to advance to AHP086

D=60-69%

**Attendance policy:**

Class will be held on Tuesdays, Thursdays and alternating Saturdays. However, the instructor reserves the right to change alternating Saturdays according to time constraints and the holiday schedule.

**Hours:** Tuesday and Thursday classes are from 6:00 PM to 9:20 PM. Saturday class is from 8 AM to 2:20 PM

Students are required to attend all classes, and will be dropped upon the third absence. Tardiness will be counted as an absence after the third incident, regardless of time missed.

Attendance is recorded and reported with your test scores and final grades to the registrar's office at the end of the term. Attendance itself does not contribute to the calculation of the grade.

If you wish to drop, it is your responsibility to fill out the proper form in the registrar's office. Check with the registrar's office for the drop date.

**Laboratory policy:**

You will be responsible for conducting yourself properly and safely during lab. This includes handling supplies and equipment carefully, following instructions, putting items back where you found them, and cleaning your area before leaving.

**Classroom disturbances:**

Please turn off cell phones and pagers before coming to class. If your job or family situation requires constant contact, use the vibrating device on your phone or pager. **Students who do not comply will be asked to leave the room for the day**

**Cheating policy:**

**Students caught cheating or attempting to cheat on exams will be given a zero for that exam. The student may also be referred to the Dean of Instruction for further discipline. Cheating includes but is not limited to looking at another student's papers, minimized cheat sheets, speaking out answers or questions, the use of open books or notes, finger spelling in sign language or by notes written on the skin.**

**DSP&S statement**

**Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP & S) office as soon as possible.**

**DSP&S**

**Room 2117**

**Health Sciences Building**

**(760) 355-6312**

**MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR  
GRADE OF “C”:**

**Student will be able to:**

- 1. Discuss legal standards and regulations for medication administration.**
- 2. Discuss DEA guidelines.**
- 3. Demonstrate knowledge of various drug classifications.**
- 4. Discuss the need for Patient Education.**
- 5. Compute medication orders by use of math skills.**
- 6. Determine proper site selection for injection.**
- 7. Read and write prescriptions.**
- 8. Process pharmacy calls for new and refill prescriptions.**
- 9. Demonstrate legal and ethical knowledge concerning pharmacology.**
- 10. Demonstrate knowledge of the types of injections used for the instillation of medication in the patient.**
- 11. Demonstrate competency levels for the three types of injections administered.**
- 12. Demonstrate knowledge of all the various routes of medications other than injectable and provide patient instruction for application.**
- 13. Choose proper equipment for medication order.**
- 14. Demonstrate knowledge of warning signs of allergic response and anaphylactic reaction.**
- 15. Demonstrate ability to effectively use the PDR.**